

TOWN OF HARTLY
P.O. BOX 181
HARTLY, DE 19953

MEETING MINUTES
Thursday, August 12, 2021

I. Call to Order and Roll Call

Meeting was called to order by Megan Roughley at 7:05 PM.

Council Present:

Suzanne Morris	Robert Graves
Mark Maguire	Megan Roughley

Guests Present:

Carole Kisner

II. Invocation & Pledge of Allegiance

Suzanne provided Invocation; Rob led in the Pledge of Allegiance.

III. Approval of Previous Meeting Minutes and Tonight's Agenda

Megan motioned to approve MMs and tonight's agenda be accepted, Suzanne 2nd approval of June 2021 Meeting Minutes and August 2021 agenda. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Roughley	X			
Raymond Morris			X	

IV. Reports

a. Treasury (Suzanne Reported)

i. Citizens Bank Account

Since the June meeting, revenues received totaling \$15,486.44 and expenses incurred totaling \$1,544.88 leaves an ending balance as of 8/12/2021 at \$43,289.03. Savings Account: Reported balance 6/30/2021 balance of \$25,004.17.

ii. Restitution from Richie Casson

Payments have been received in the amount of \$50.00 per month as agreed; current balance due \$83,826.50.

iii. Delaware State Police Accounting Record

The 2021 summary: total expenses \$3,194.88; total income \$601.00. April 2017 to date: total expenses \$25,219.74; total income \$9,082.57 for a difference of -\$16,137.17; ROI -36.01%

iv. Property Tax and Street Light Tax

Suzanne reported 2021 taxes are ready to be mailed; she advised some outstanding taxes have been paid at sale settlement. Outstanding balance: \$10,751.25; past due taxes and penalties still outstanding: \$2,811.80 + \$835.00 fees (lawyer, grounds maintenance, administrative fees, etc.) totaling outstanding balance of \$18,241.05

Megan motioned, Rob 2nd, to accept the Treasury Reports. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

b. Building Permits

Rob reported 1 permit totaling \$30.00 has been written since the last meeting. Rob is still trying to make contact with a resident re: roof that has already been handled but paperwork needs to be provided to the resident.

c. Correspondence

Megan reported no action required.

V. Unfinished Business

a. Sidewalks (TAP)

Mark reported he has been fielding calls with engineer and DelDOT; engineers took on most of the project work and they are having issues obtaining signatures. Mark meeting with legislators and DelDOT re: funding next week. Hoping for Spring 2022 to begin project.

b. Street Light Update

Mark reported we have no new updates; still waiting for lights to be received by Delmarva for them to be scheduled to be placed in town.

c. Town Police update

Mark reported both the House and Senate have approved the Charter updates and it is pending the Governor's signature. Mark met with Camden PD chief who has offered to assist us where they can to get up and running; offered use of their facility for holding.

d. Charter Change Update

Mark reported both the House and Senate have approved the Charter updates and it is pending the Governor's signature.

e. 2020 Comprehensive Plan Committee Update

Suzanne reported OSB is asking for updated maps. She was contacted re: a new consolidation/annexation on the corner lot currently owned by Rowan One

f. Land and Zoning Use Plan Update

Mark and Rob to discuss and preset at the next meeting

g. Post Office Parking Update

Mark reported DelDOT will only approve 1 Handicap and 2 other spots, not the handful that was hoped for. Mark suggests taking this into the Town responsibility to paint curb for the time being; Rob will head this project.

Rob motioned to table the Post Office parking request to DelDOT and paint no parking curb, Megan 2nd, to accept. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

h. Evaluation of Cell Tower Agreement with HVFC

Suzanne reported payment has not yet been received from the HVFC; Mark will discuss with the President.

i. Promotional/Marketing Purchase Update

Suzanne reported purchases have not yet been made; Suzanne and Megan reviewed options and will decide on items. None of the Kent Country Marketing Funds that the town received have been used and will be reviewed for their distribution options for upcoming events. Mark suggests making the purchases and having the items for any upcoming events.

j. US Census Bureau Update

Megan reported submitting for 2021 done and changes to annexed properties can be submitted in 2022.

k. Microsoft 365 Business Update

Suzanne to purchase and advise commissioners once complete for setup to begin. \$750.00/year for all 5 commissioners.

I. American rescue Plan Act 2021 Update

Suzanne reported we have received \$8,750.63; there are a lot of rules/regulations for spending. We have 4 years, it can be placed in the interest bearing savings account. Suzanne will be reviewing other towns' uses and updates for our opportunities.

m. Triangle Revamp Update

Mark reported the camera has been ordered and will take some time for receipt. Mark said the HFVC will be contacting their solicitor to ensure all bases are covered for accessing footage; an MOU will be required with the HFVC for who can view. The town's suggestion is the officer staffed by the Town and the President/Mayor. HFVC will place the camera once received; a bill will be sent to the town by supplier.

n. Other unfinished business as may be necessary for discussion and/or action

None

VI. New Business

a. Request for Extended Access at Post Office

Rob spoke with Allan Anders requesting the Town to contact the Post Office in getting the lobby hours extended. Mark advised it was previously open for longer hours but due to a suspicious package in the lobby. Mark advised he will make contact with the Postmaster to see if there are any opportunities for recommendations.

b. Funds Movement

Suzanne suggests moving funds from the checking account to the interest bearing savings account. No vote required and all commissioners present agree to move \$35,000 to the savings account.

c. DLLG Membership

Suzanne suggests we join the DJJG and pay the yearly dues to make use of the available resources and have access to the knowledge of the members; \$500.00 annual fee. Due run July 1 - June 30 of the following year.

Suzanne motioned to pay yearly dues to join DLLG, Megan 2nd, to accept. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

Suzanne will follow through with the membership requirements and allocate funds for annual dues.

d. House Bill 170

Suzanne reported over the next 4 years, Kent County will be reevaluating property lines and taxes. No immediate effect to the Town but wanted to provide the information update.

e. Vacant Building Registration Form

Suzanne provided a form base for the 3 vacant properties in town: Swyka, Davis, Price. Steinhauer was determined to be a vacant lot with no house; Filicicchia has been condemned and will be coming down.

f. Consolidation/Annexation

Suzanne received a request for annexation/consolidation of 2 lots at the corner of Main Street and Arthursville Road. There are a few other properties looking to do the same. Suzanne to discuss with the solicitor.

g. Defaulted/Abandoned Properties

Suzanne will be contacting the Town Solicitor regarding the properties in town with multiple year arrears to see what we can do; Rob suggests placing a lien or taking action in another way. Scott, Ennis and the trailer by school will be included for review with Solicitor.

h. 2022 Budget

The first reading of the proposed 2022 budget was completed. A 2nd reading will be completed at the August meeting, from there it will need to be posted and Final reading in October. Rob and Mark to discuss with Smyrna/Camden to get an idea of what to include in the budget as soon as possible. Suzanne suggests first reading be as is since we do not have definitive details, 2nd reading can allow for updates if information can be obtained by then. Current Public Safety Budget: \$27,329.00

Suzanne motioned to accept the first reading of the proposed 2022 budget as it stands, Rob 2nd, to accept. Motion carried:

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	

i. Grass Maintenance

Mark advised grass maintenance and upkeep in town is getting much better; the bush in the triangle needs to be trimmed, the area needs to be graded to level after the last accident and electrical needs to be evaluated. Mark and Rob will meet to review the electrical needs; they will also make a

stop at the Davis property to discuss the upkeep and maintenance of the area. Mark wants the Scott property to be cleaned up and we need a bill in order for it to be submitted to the Solicitor.

VII. Public Comment / Council Member Comment

Carole Kisner from the Ruritan Club came in to thank the Town for the flagpole reimbursement; there have been many residents making comments and appreciating its return. Carole will also provide information on when lights will be placed to properly illuminate.

VIII. Adjournment

Rob motioned Megan 2nd to adjourn at 7:44 PM. Motion carried.

Council Member	Yes - Agree	No – Disagree	Absent	Withhold Vote
Mark Maguire	X			
Suzanne Morris	X			
Robert Graves	X			
Megan Raughley	X			
Raymond Morris			X	